

CLASS TITLE: HUMAN RESOURCES COORDINATOR

Class Code: 02738500
Pay Grade: 35A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, implement and review human resource management functions in a small department including labor contract negotiations and administration, grievance resolution, arbitration, recruitment, selection, evaluation of employee, payroll, benefits and workers compensation management; or, in a large department, to manage either the full labor relations program or the full personnel administration program.

SUPERVISION RECEIVED: Works under the administrative direction of a Director or Associate Director with considerable latitude for the exercise of independent initiative and judgement; work is subject to review through conferences and written reports for satisfactory performance and conformance to prescribed policies and procedures.

SUPERVISION EXERCISED: Plans, supervises, coordinates and reviews the work of professional and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, organization, implementation and administration of labor relations activities including contract negotiations, contract administration and representation for labor relations issues.

To assist the Director or Associate Director in establishing labor relations policies and procedures having a direct effect on contract negotiations and implementation.

To represent the department in contract negotiations by bargaining with the various labor employees representative organizations through the Associate Director - Administration/Resources with authority to present contract offers and receive offers for review and acceptance by the department.

To be responsible for overseeing the work of a professional staff in the field of labor relations to insure timeliness and competency in the disposition of grievances.

To represent the department in matters arising from labor relations problems such as preparation and appearances before legal tribunals and arbitration forums.

To prepare written and oral interpretations of labor contracts for distribution to the various divisions/units/agencies in order to insure a uniform and common understanding, interpretation and application.

To be responsible for the direction and administration of labor relations training programs.

To be responsible for the review of all existing and proposed legislation affecting labor relations.

To be responsible for assisting administrative staff in the preparation of material for grievances and arbitration and to review such following said hearings.

To review, with administrative staff on a regular basis contract applications, implementation of grievances and arbitration decisions and related decisions.

To hear grievances arising under the various collective bargaining agreements and render written decisions thereon.

To ensure hearings are conducted in a fair and orderly manner.

To assist in the planning, organization and implementation of all labor relations activities.

To draft contract language proposals.

To represent the department at labor board hearings.

To be responsible for designing and implementing program systems to enhance labor relations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques of labor relations and the ability to apply said techniques in a coordinated department-wide labor relations program; a working knowledge of the laws affecting labor relations in state government; a thorough knowledge of the rules, regulations and techniques affecting labor contract negotiations, and the ability to apply them; the ability to plan, develop and coordinate the work of a staff engaged in labor relations; the ability to establish and maintain effective working relationships with labor organizations and their representatives; the ability to plan, develop, coordinate, review and direct the work of a subordinate staff; the ability to establish and maintain effective working relationships with superiors and associates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Business Administration, Management, Human Resources or a related program; and

Experience: Such as may have been gained through: extensive employment in labor relations with an emphasis on disposition of grievance contract negotiations and contract administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 24, 1999

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